
CHECKLIST FOR THE SUBMITTAL OF: BASIC REQUIREMENTS

Each Acceptance Submittal shall contain the documentation listed below. All documentation shall be submitted in a loose-leaf folder, divided into sections, in the following manner.

Section 1

- ☐ A complete original (two sided) application.
- ☐ A non-refundable filing fee in the form of a check with the name of the applicant printed in the check in the amount in accordance with current fee schedule.
- ☐ Letter from applicant specifically requesting approval for their product and for its specific use.

Section 2

- ☐ A signed and sealed statement from a Florida Registered Professional Engineer stating that the product conforms to the current Florida Building Code.
- ☐ A notarized statement from the engineer representing the manufacturer stating that he/she has no financial interest with the laboratory that performed the test, nor with the engineer witnessing the test and sealing the test report.

Section 3

- ☐ All required testing, which shall be performed by Miami-Dade County Certified laboratories. Tests shall not be older than six months from time of completing the test to time of submittal.
- ☐ Marked-up drawing by the testing laboratory identifying all components of specimen(s) tested.

Section 4

- ☐ Any other documentation required by individual checklist. All calculations must be signed, dated and sealed by a Florida Registered Professional Engineer.
- ☐ All documentation submitted, including approval documents shall be in 8 ½" x 11" paper size. (Drawings may be submitted in 11" x 17" paper size).

Section 5

- ☐ Approval Document. Each sheet of the approval document must have a title block with the following information:
 - ☐ Product name,
 - ☐ Manufacturer's name,
 - ☐ Document number,
 - ☐ Page No. (in the following format: Page ___ of ___),
 - ☐ Name, discipline, registration No. of engineer preparing, signing and sealing the approval document,
 - ☐ All revision dates (latest revision clearly marked on approval document), and





**MIAMI-DADE COUNTY, FLORIDA
METRO-DADE FLAGLER BUILDING
BUILDING CODE COMPLIANCE OFFICE**

- ❑ Florida Registered Professional Engineer's seal, signature, and date (when required).
- ❑ Additionally, all approval documents shall be submitted in a 3 ½" computer diskette with file extension*.dxf or dwg (AutoCAD® format) for drawings and Microsoft® Word® (for Windows®) for test documents. Tables and charts may be submitted with file extensions compatible with Lotus 123® or MS Excel® format as well.

Section 6

- ❑ Video of tests marked with the laboratory's name, manufacturer's name, test notification number, and test number.

